



CHARACTER • EQUALITY • EXCELLENCE
RESPONSIBILITY • TEACHABILITY

REGULAR BOARD MEETING AGENDA

8/25/2022, 5:30 PM

info@creteacademy.org (323-791-1600)

Zoom Conference Link:

<https://ucihealth.zoom.us/j/91045185642?pwd=Z2RYOUdUN1pUSFdjNjkyUndPKzZ3dz09&from=addon>

Dial: +1 669 900 9128

Meeting ID: 910 4518 5642/ Passcode: 278288

6103 Crenshaw Boulevard, Los Angeles, CA

- 1 Welcome
- 2 Public Comment info@creteacademy.org (323-791-1600)
- 3 Adoption of AB361 findings to conduct Board meetings via
 - a) Teleconference: Consideration of emergency circumstances due to Covid-19;
 - b) State and local officials' continuance of social distancing recommendation
- 4 Welcome and Introduction of New Crete Academy Board Members **Board Discussion**
- 5 Review and Approval 6/13/22 Board Meeting Minutes **Board Review and Vote**
- 6 Suggested Resolution on Sufficiency of Instructional Materials (Education Code, Section 60119) **Board Review and Vote**
- 7 Review 2022-2023 School Year Contracts **Board Review and Vote**
Fortine, Greenslate, Tokofsky, Martus, Khavarani Smith
AC Electrical, STEM to the Future, Unity Meals
- 8 Auto Pay approval for lease payments- ExEd *Recurring Expense Form* **Board Review and Vote**
- 9 Review of Unaudited Actuals **Board Review and Vote**
- 10 Financial Reporting **Board Discussion**
 - a. Introduction of ExED VP- Ms. DeAnna Jones
Update on Adopted State Budget
- 11 2022-2023 Uniform Complaint Procedures (UCP) **Board Review and Vote**
- 12 Keeping Parents Informed **Board Review**
- 13 Board Meeting Schedule 2022-2023 **Board Review and Vote**
- 14 Closed Session- Crete Personnel Discussion **Board Review and Vote**
(School Year Contracts for: Mitchell, B, and Mitchell, H)
- 15 Resume Public Session and Close of Meeting

Public Comment: the meeting location is wheelchair accessible. Speakers needing any disability related or language accommodation should notify the board Secretary a minimum of 24 hours in advance of the meeting to arrange for accommodations, and inform the staff upon arrival.



CHARACTER • EQUALITY • EXCELLENCE
RESPONSIBILITY • TEACHABILITY

REGULAR BOARD MEETING AGENDA

6/13/2022, 5:15 PM

info@creteacademy.org (323-791-1600)

Zoom Conference Link:

<https://ucihealth.zoom.us/j/91008330116?pwd=eUdyQ0tFaCs5dGV0OHV0amY0Z2dlUT09&from=addon>

Dial: +1 669 900 9128

Meeting ID: 910 0833 0116/ Passcode: 044634

6103 Crenshaw Boulevard, Los Angeles, CA

- **Welcome**
A welcome from board secretary was provided- The regular board meeting commenced at 5:19 p.m. with the board secretary presiding over the meeting as interim board president.
- **Public Comment** info@creteacademy.org (323-791-1600)
No member of the public was present for this meeting.
- **Adoption of AB361 findings to conduct Board meetings via Teleconference:**
 - a) **Consideration of emergency circumstances due To Covid-19;**
 - b) **State and local officials' continuance of social distancing recommendation**
Due to COVID-19 and the Omicron variant, the board is being extremely cautious in minimizing exposure in continuing to host board meetings via teleconference.
- **Review and Approval Board Meeting Minutes** **Board Review and Vote**
Special Board Meeting: May 23, 2022
Special Board Meeting Minutes for May 23, 2022 were **approved by unanimous board vote**
- **FY21-FY22 Annual Update** **Board Review and Vote**
The board discussed the addition of LCAP to FY21-FY22 as part of annual update to include information on FY21-FY22 spending and LCAP 22-23 planned spending. As provided by Crete Leadership, no additional questions or concerns were raised by the board regarding the update. The FY21-FY22 Annual Update was **approved by unanimous board vote**.
- **Board Positions:** **Board Review and Vote**
Dr. Reginald Austin, Bryan Gonzalez, Lataysia Starks
Following discussion and review of the impressive resumes of prospective board members: Dr. Reginald Austin, Mr. Bryan Gonzalez, and Ms. Lataysia Starks, the board **approved by unanimous vote** the initial one-year term of each individual to serve on the Crete Board. The board secretary will follow-up with each candidate and provide the contract, Crete bylaws, and board meeting schedule for 22-23.
- **2022-2023 Academic Calendar** **Board Review and Vote**
The 2022-2023 Academic Calendar was discussed by Crete Leadership and included the appropriate amount of minimum instruction days per LAUSD protocol. The 22-23 Academic Calendar was **approved by unanimous board vote**.
- **Local Indicators** **Board Review**
Local Indicators was discussed by Crete Leadership and shared with Crete Board. No additional questions were offered by the board as follow-up.

- **Board Meeting Planning (2022-2023)** **Board Review**
The board secretary discussed sending out a poll to identify board availability for Tuesday or Thursday meetings at 5:30 p.m. Following board submission, the board meeting schedule for 2022-2023 will be shared with appropriate participants to include board members, Crete School Leadership, and new back office provider.
- **Closed Session- Crete Personnel Discussion** **Board Review and Vote**
The board discussed the contracts for both Hattie Mitchell and Brett Mitchell and voted on the salaries for both individual's positions for the 2022-2023 Academic Year. The salaries and any given bonuses were **approved by unanimous board vote.**
- **Resume Public Session and Close of Meeting**
The board returned from closed session to public session and brought the meeting to close at 6:44 p.m.

Public Comment: the meeting location is wheelchair accessible. Speakers needing any disability related or language accommodation should notify the board Secretary a minimum of 24 hours in advance of the meeting to arrange for accommodations, and inform the staff upon arrival.

Education Code Section 60119
Suggested Resolution on Sufficiency of Instructional Materials

RESOLUTION REGARDING SUFFICIENCY OR INSUFFICIENCY OF INSTRUCTIONAL MATERIALS:

Whereas, the governing board of **Crete Academy** district/county office of education, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on **August 25, 2022**, at **5:30pm** o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the governing board provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

Whereas, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders (if the district or county office has a bargaining unit) in the public hearing, and;

FOR A FINDING OF SUFFICIENT INSTRUCTIONAL MATERIALS:

Whereas, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district/county office of education, and;

California Department of Education

Whereas, the definition of “sufficient textbooks or instructional materials” means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

NOTE: The definition of sufficient textbooks or instructional materials no longer includes the phrase “to complete required homework assignments.” Students must now be able to take their instructional materials home.

Whereas, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

NOTE: To insure that complete and accurate information has been provided upon which to base the board’s findings, governing boards may wish to include in their resolution the names of the textbooks or instructional materials programs, or both, that have been adopted by the governing board and were provided to pupils in the district to determine the sufficiency.

- Mathematics – (list of adopted textbooks or instructional materials for this subject for each grade level or school)
- Science - (list of adopted textbooks or instructional materials for this subject for each grade level or school)
- History-social science - (list of adopted textbooks or instructional materials for this subject for each grade level or school)
- English/language arts, including the English language development component of an adopted program - (list of adopted textbooks or instructional materials for this subject for each grade level or school)

NOTE: The governing board must also include written determination for the following areas, though these determinations are not a condition of receipt of funds.

Whereas, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and;

Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

NOTE: The governing board may provide a list of the science laboratory classes offered in grades 9-12 and details on the science laboratory equipment available for these classes.

Therefore, it is resolved that for the _____ school year, the _____ district/county office of education has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

FOR A FINDING OF INSUFFICIENT MATERIALS:

Whereas, the definition of “sufficient textbooks or instructional materials” means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

Whereas, information provided at the public hearing and to the governing board at the public meeting detailed that insufficient textbooks or instructional materials were provided to pupils in the following subjects and grade levels at district schools:

For each school list the percentage of students in each subject and grade levels for which insufficiencies exist in mathematics, science, history-social science, and English/language arts, foreign language, and health.

NOTE: The determinations in foreign language and health are not a condition of receipt of instructional materials funds.

Whereas, the insufficient textbooks or instructional materials listed above were not provided at each school due to the following reasons:

(For each school at which there is an insufficiency list the reasons why each pupil does not have sufficient instructional materials in each subject and grade level listed above.)

Therefore, it is resolved, that for the _____ school year, the _____ district/county office of education has not provided each pupil with sufficient textbooks and instructional materials consistent with the cycles and content of the curriculum framework, and;

Be it further resolved, that the following actions will be taken to ensure that all students have sufficient textbooks or instructional materials in all subjects that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made.

(List actions to be taken – see *Education Code* Section 60119(a.2.B) for other funds that may be used to ensure sufficient instructional materials)

EXED – RECURRING EXPENSE FORM

GENERAL INFORMATION:

CHARTER NAME:	Crete Academy
EXPENSE PURPOSE:	
NOTE FOR EXED:	

PAYEE INFORMATION:

PAYEE NAME:					
PAYEE ADDRESS:					
CITY, STATE:		ZIP CODE:		COUNTRY:	
AMOUNT:		FREQUENCY:		NUMBER OF PAYMENTS:	
START DATE:		DUE BY:		TOTAL (Amt x # of Payments)	

AUTHORIZATION

I, _____ (Executive Director / Director of Operations) approve the above expense information and have confirmed the request with the ExED Representative. By signing this form you give ExED permission to debit the account indicated on or after the printed due date. This is permission for the recurring amount and frequency listed above. This authorization will remain in effect until the number of payments has been fulfilled or until cancelled in writing. You agree to notify ExED in writing of any changes to the information above or termination of this authorization at least 10 days prior to the next process date. If the above noted periodic payment dates fall on a weekend or holiday, I understand that the payment may be executed on the next business day.

ED or DOO - For

Client - Signature

Date

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	2,467,050.00	4,343,071.65	76.0%
2) Federal Revenue		8100-8299	921,374.44	224,303.02	-75.7%
3) Other State Revenue		8300-8599	329,685.26	474,237.82	43.8%
4) Other Local Revenue		8600-8799	225,992.92	518,605.90	129.5%
5) TOTAL, REVENUES			3,944,102.62	5,560,218.39	41.0%
B. EXPENSES					
1) Certificated Salaries		1000-1999	1,107,918.53	1,760,915.01	58.9%
2) Classified Salaries		2000-2999	449,107.03	727,582.12	62.0%
3) Employee Benefits		3000-3999	282,184.08	478,296.72	69.5%
4) Books and Supplies		4000-4999	453,929.13	481,030.00	6.0%
5) Services and Other Operating Expenses		5000-5999	1,000,530.42	1,351,245.76	35.1%
6) Depreciation and Amortization		6000-6999	29,479.08	30,363.46	3.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	144,058.56	215,712.62	49.7%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			3,467,206.83	5,045,145.69	45.5%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			476,895.79	515,072.70	8.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			476,895.79	515,072.70	8.0%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	756,820.50	1,233,716.29	63.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			756,820.50	1,233,716.29	63.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			756,820.50	1,233,716.29	63.0%
2) Ending Net Position, June 30 (E + F1e)			1,233,716.29	1,748,788.99	41.7%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	22,320.79	0.00	-100.0%
b) Restricted Net Position		9797	756,820.50	756,820.50	0.0%
c) Unrestricted Net Position		9790	454,575.00	991,968.49	118.2%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	895,125.87		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	567,615.38		
4) Due from Grantor Government		9290	123,816.70		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	32,344.70		
8) Other Current Assets		9340	2,000.00		
9) Lease Receivable		9380	0.00		
10) Fixed Assets					
a) Land		9410	0.00		
b) Land Improvements		9420	0.00		
c) Accumulated Depreciation - Land Improvements		9425	0.00		
d) Buildings		9430	39,990.62		
e) Accumulated Depreciation - Buildings		9435	(29,992.96)		
f) Equipment		9440	132,037.75		
g) Accumulated Depreciation - Equipment		9445	(119,714.62)		
h) Work in Progress		9450	0.00		
i) Lease Assets		9460	0.00		
j) Accumulated Amortization-Lease Assets		9465	0.00		
10) TOTAL, ASSETS			1,643,223.44		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
I. LIABILITIES					
1) Accounts Payable		9500	96,311.08		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	21,139.56		
5) Unearned Revenue		9650	292,056.51		
6) Long-Term Liabilities					
a) Net Pension Liability		9663	0.00		
b) Total/Net OPEB Liability		9664	0.00		
c) Compensated Absences		9665	0.00		
d) COPs Payable		9666	0.00		
e) Leases Payable		9667	0.00		
f) Lease Revenue Bonds Payable		9668	0.00		
g) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			409,507.15		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. NET POSITION					
Net Position, June 30 (must agree with line F2) (G10 + H2) - (I7 + J2)			1,233,716.29		

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
LCFF SOURCES					
Principal Apportionment					
State Aid - Current Year		8011	1,773,980.00	3,210,241.00	81.0%
Education Protection Account State Aid - Current Year		8012	41,158.00	68,780.00	67.1%
State Aid - Prior Years		8019	(11,610.00)	0.00	-100.0%
LCFF Transfers					
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	663,522.00	1,064,050.65	60.4%
Property Taxes Transfers		8097	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			2,467,050.00	4,343,071.65	76.0%
FEDERAL REVENUE					
Maintenance and Operations		8110	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	157,586.55	142,030.70	-9.9%
Donated Food Commodities		8221	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	59,399.00	63,956.84	7.7%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	7,841.00	8,015.48	2.2%
Title III, Part A, Immigrant Student Program	4201	8290	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	0.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3040, 3045, 3060, 3061, 3150, 3155, 3180, 3182, 4037, 4124, 4126, 4127, 4128, 5630	8290	10,000.00	10,300.00	3.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	686,547.89	0.00	-100.0%
TOTAL, FEDERAL REVENUE			921,374.44	224,303.02	-75.7%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
OTHER STATE REVENUE					
Other State Apportionments					
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	10,321.21	11,348.70	10.0%
Mandated Costs Reimbursements		8550	2,950.00	6,234.90	111.4%
Lottery - Unrestricted and Instructional Materials		8560	55,344.33	78,409.22	41.7%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	120,420.00	243,750.00	102.4%
Drug/Alcohol/Tobacco Funds	6690, 6695	8590	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	140,649.72	134,495.00	-4.4%
TOTAL, OTHER STATE REVENUE			329,685.26	474,237.82	43.8%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
OTHER LOCAL REVENUE					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	983.98	103.00	-89.5%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Child Development Parent Fees		8673	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
All Other Local Revenue		8699	225,008.94	518,502.90	130.4%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.0%
Transfers of Apportionments					
Special Education SELPA Transfers From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
Other Transfers of Apportionments From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			225,992.92	518,605.90	129.5%
TOTAL, REVENUES			3,944,102.62	5,560,218.39	41.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	626,489.71	1,100,915.01	75.7%
Certificated Pupil Support Salaries		1200	6,188.01	0.00	-100.0%
Certificated Supervisors' and Administrators' Salaries		1300	475,240.81	660,000.00	38.9%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			1,107,918.53	1,760,915.01	58.9%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	175,400.61	217,320.00	23.9%
Classified Support Salaries		2200	59,989.06	57,844.80	-3.6%
Classified Supervisors' and Administrators' Salaries		2300	87,084.94	328,000.00	276.6%
Clerical, Technical and Office Salaries		2400	87,923.17	75,124.80	-14.6%
Other Classified Salaries		2900	38,709.25	49,292.52	27.3%
TOTAL, CLASSIFIED SALARIES			449,107.03	727,582.12	62.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	116,906.22	81,193.28	-30.5%
Health and Welfare Benefits		3401-3402	114,141.64	279,679.16	145.0%
Unemployment Insurance		3501-3502	10,452.64	15,435.96	47.7%
Workers' Compensation		3601-3602	10,812.13	52,258.40	383.3%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	29,871.45	49,729.92	66.5%
TOTAL, EMPLOYEE BENEFITS			282,184.08	478,296.72	69.5%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	687.99	35,000.00	4987.3%
Books and Other Reference Materials		4200	51,227.74	20,000.00	-61.0%
Materials and Supplies		4300	158,893.60	131,030.00	-17.5%
Noncapitalized Equipment		4400	59,959.50	125,000.00	108.5%
Food		4700	183,160.30	170,000.00	-7.2%
TOTAL, BOOKS AND SUPPLIES			453,929.13	481,030.00	6.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENSES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	44,914.50	59,999.99	33.6%
Dues and Memberships		5300	24,130.79	11,845.00	-50.9%
Insurance		5400-5450	24,890.00	46,000.00	84.8%
Operations and Housekeeping Services		5500	115,147.45	85,750.00	-25.5%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	205,460.73	365,000.00	77.6%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	562,078.45	737,650.77	31.2%
Communications		5900	23,908.50	45,000.00	88.2%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			1,000,530.42	1,351,245.76	35.1%
DEPRECIATION AND AMORTIZATION					
Depreciation Expense		6900	29,479.08	30,363.46	3.0%
Amortization Expense-Lease Assets		6910	0.00	0.00	0.0%
TOTAL, DEPRECIATION AND AMORTIZATION			29,479.08	30,363.46	3.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Tuition					
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	140,238.00	215,212.62	53.5%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	3,820.56	500.00	-86.9%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			144,058.56	215,712.62	49.7%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENSES			3,467,206.83	5,045,145.69	45.5%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	2,467,050.00	4,343,071.65	76.0%
2) Federal Revenue		8100-8299	921,374.44	224,303.02	-75.7%
3) Other State Revenue		8300-8599	329,685.26	474,237.82	43.8%
4) Other Local Revenue		8600-8799	225,992.92	518,605.90	129.5%
5) TOTAL, REVENUES			3,944,102.62	5,560,218.39	41.0%
B. EXPENSES (Objects 1000-7999)					
1) Instruction	1000-1999		1,256,091.43	1,868,533.49	48.8%
2) Instruction - Related Services	2000-2999		1,178,207.49	1,689,120.56	43.4%
3) Pupil Services	3000-3999		310,596.22	370,000.03	19.1%
4) Ancillary Services	4000-4999		1,541.33	1,500.00	-2.7%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		168,432.78	343,290.73	103.8%
8) Plant Services	8000-8999		406,230.38	554,988.26	36.6%
9) Other Outgo	9000-9999	Except 7600-7699	146,107.20	217,712.62	49.0%
10) TOTAL, EXPENSES			3,467,206.83	5,045,145.69	45.5%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			476,895.79	515,072.70	8.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%


Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			476,895.79	515,072.70	8.0%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	756,820.50	1,233,716.29	63.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			756,820.50	1,233,716.29	63.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			756,820.50	1,233,716.29	63.0%
2) Ending Net Position, June 30 (E + F1e)			1,233,716.29	1,748,788.99	41.7%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	22,320.79	0.00	-100.0%
b) Restricted Net Position		9797	756,820.50	756,820.50	0.0%
c) Unrestricted Net Position		9790	454,575.00	991,968.49	118.2%

Resource	Description	2021-22 Unaudited Actuals	2022-23 Budget
9010		756,820.50	756,820.50
Total, Restricted Net Position		<u>756,820.50</u>	<u>756,820.50</u>

Charter Number: 1854

To the entity that approved the charter school:

2021-22 CHARTER SCHOOL UNAUDITED ACTUAL FINANCIAL REPORT: This report is hereby approved and filed by the charter school pursuant to Education Code Section 42100(b).

Signed:  Date: 8-13-22
Charter School Official
(Original signature required)

Printed Name: Hattie Mitchell Title: Founder

To the County Superintendent of Schools:

2021-22 CHARTER SCHOOL UNAUDITED ACTUAL FINANCIAL REPORT: This report has been reviewed and is hereby filed with the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: _____ Date: _____
Authorized Representative of
Charter Approving Entity
(Original signature required)

Printed Name: Jose Cole-Gutierrez Title: CSD Director

To the Superintendent of Public Instruction:

2021-22 CHARTER SCHOOL UNAUDITED ACTUAL FINANCIAL REPORT: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: _____ Date: _____
County Superintendent/Designee
(Original signature required)

For additional information on the unaudited actual financial report, please contact:

For Approving Entity:

Jaina Dabalos
Name
Head Accountant-Other Accounting Services Branch
Title
213-241-7915
Telephone
jaina.dabalos@lausd.net
E-mail Address

For Charter School:

Hattie Mitchell
Name
Founder
Title
626-272-1109
Telephone
hmittell@creteacademy.org
E-mail Address



Crete Budget Update

August 25, 2022



Adopted State Budget - LCFF

LCFF - 12.84% increase over 21/22

- Statutory COLA of 6.56%
- Additional LCFF Investment of 6.28%

TK Add On

- \$2,813 per TK ADA adjusted by COLA each year
- Class size max of 24 required
- 1 adult for every 12 students

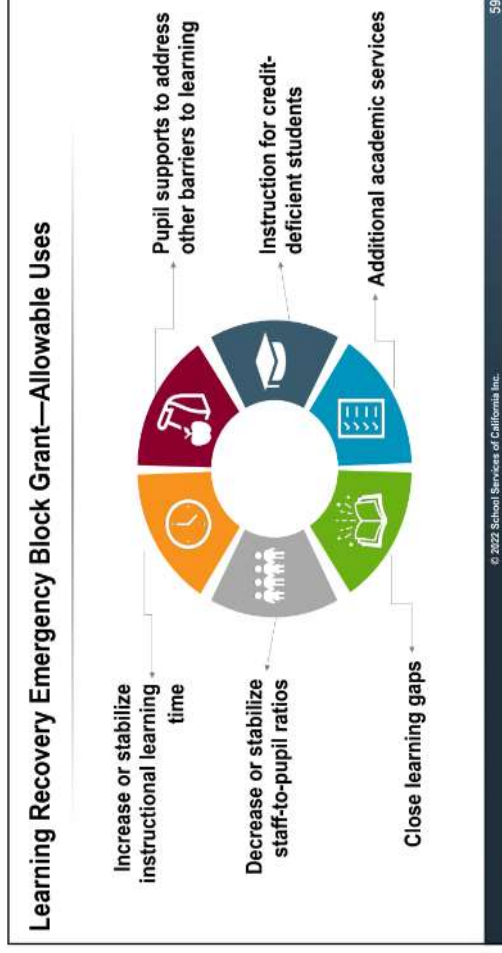
Estimated Funding Impact to the LCFF: +\$144,512
(35 TK @ 96% ADA; 350 total enrollment)

May Revise - One Time Funds

The Governor's May Revision proposes \$8 billion in one-time Proposition 98 dollars on a per-pupil basis to K-12 LEAs. It is the Administration's intent that these **discretionary** one-time dollars be used to address student learning challenges, protecting staff levels and supporting the mental health and wellness of students and staff. These funds would also serve as an offset to any outstanding mandate debt owed to LEAs.

Adopted State Budget - One-Time Block Grants

- Learning Recovery Emergency Block Grant
 - SSC Estimate: \$2,399 per 21/22 P2 ADA x 21/22 UPP
 - Interim Expense Reports due 12/1/24 and 12/1/27, Final Expense Report due 12/1/29
 - Funds may be used through FY27/28
 - Don't know yet if unspent funds can be deferred



Adopted State Budget - One-Time Block Grants

- Arts, Music, and Instructional Materials Discretionary Block Grant
 - SSC Estimate: \$666.96 per 21/22 P2 ADA
 - Governing board must discuss and approve plan for expenditure of funds at regularly scheduled public meeting
 - Funds can be encumbered through FY25/26
 - Don't know yet if unspent funds can be deferred



Adopted State Budget - One-Time Block Grants

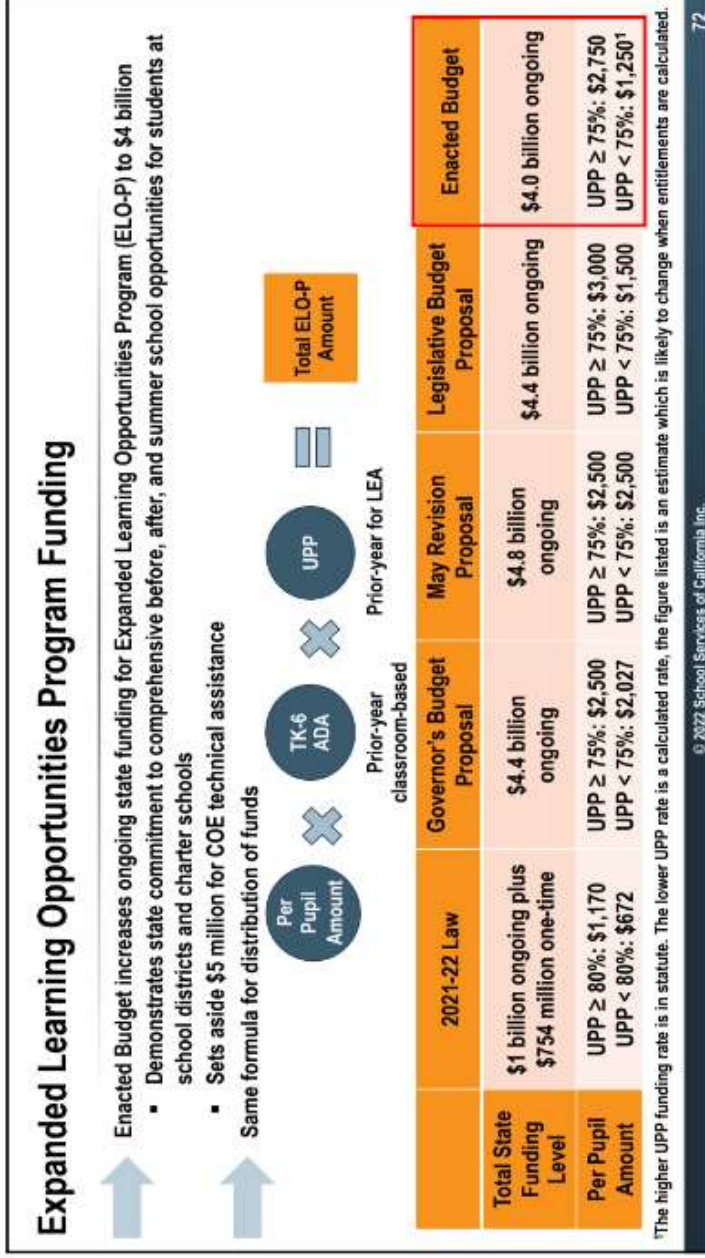
Budgeted: \$134,495

Estimated per School Services of CA: \$583,063

- Learning Recovery Emergency Block Grant - \$445,982
- Arts, Music, and Instructional Materials Discretionary Block Grant - \$137,081

Estimated Financial Impact: +\$448,568

State Budget Update - ELOP



- 22/23 unspent funds can carry over to 23/24
- No ELOP audit until 23/24
- Pro-rated penalties for not meeting offer/provide and min time requirements
- \geq 75% UPP - offer to all TK-6 students and provide access to those who request
- $<$ 75% UPP - offer to all TK-6 unduplicated students and provide access to those who request
- ASES grant also increasing

21-22 Prior Estimated ELO Program Entitlement = \$177,857
 New ELOP Estimaee = \$496,754
Estimated Financial Impact = +\$318,897 (Per SSC)



CHARACTER ● EQUALITY ● EXCELLENCE

RESPONSIBILITY ● TEACHABILITY

Uniform Complaint Procedures
2022-2023 School Year
Board Approved August 4, 2021

Crete Academy Charter School Dispute Resolution Procedures

The Board of Directors of Crete Academy have adopted policies and processes for airing and resolving internal and external disputes. Dispute resolution policies and procedures are printed in the Parent Student Handbook as well as Crete Academy Employee Handbook. The purpose of these policies and procedures is to have school community members resolve issues in-house in an amicable and fair manner whenever possible and to avoid contacting the Board of Education and the District unnecessarily. School community members include students, teachers, staff, parents, members of the Board of Directors, volunteers, partners, parties contracted for services, and collaborators. The grievance process is outlined as follows:

1. The parties involved will first discuss and attempt to resolve the issue before proceeding further.
2. If the conflict cannot be resolved with discussion, the parties involved will ask a peer to help resolve the dispute.
3. If peer conflict mediation does not resolve the situation, the parties involved will ask one of the following persons to serve as mediator, or, if mutually agreeable, as arbitrator:
 - a. Students ask a teacher or administrator
 - b. Teachers ask another teacher or an administrator
 - c. Administrative staff asks a teacher, another administrator, or the chair of the Board of Directors
 - d. Clerical or other staff ask an administrator
 - e. Parents ask another parent, the chair of the Parent Advisory Council, or the Executive Director
4. All Crete Academy faculty, staff, administrators, parents, and Board of Directors are made aware of this dispute process via the appropriate handbooks.

Crete Academy compliance officer is the school appointed person responsible to receive and direct the investigation of complaints, maintain records of complaints and subsequent related actions, and ensure school compliance with the law.

Crete Academy shall annually notify in writing its students, employees, parents and guardians, and other interested parties of these procedures and the person responsible for processing complaints.

UNIFORM COMPLAINT PROCEDURES (UCP)

The Governing Board recognizes that Crete Academy complies with all applicable state and federal laws and regulations governing educational programs. The Board shall investigate and seek to resolve complaints at the school level. The Board shall abide by the following uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with the law in Accommodations for Pregnant and Parenting Pupils, Adult Education, After School Education and Safety, Agricultural Career Technical Education, Career Technical and Technical Education, Career Technical and Technical Training Programs, Child Care and Child Development Programs, Compensatory Education, Consolidated Categorical Aid Programs, Course Periods without Educational Content, Discrimination, harassment, intimidation, or bullying against any protected group as identified under Sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an education institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance, Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district, Every Student Succeeds Act, Local Control and Accountability Plans (LCAP), Physical Education Instructional Minutes, Pupil Fees, Reasonable Accommodations to a Lactating Pupil, Regional Occupational Centers and Programs, School Plans for Student Achievement, School Safety Plans, Schoolsite Councils, State Preschool, State Preschool Health and Safety Issues in LEA's Exempt from Licensing, And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate, Indian Education, Migrant Education, Nutrition Services, Special Education and laws regarding unlawful discrimination on the basis of race, sex, sex orientation, race ethnic group orientation, color, ancestry, national origin, age, gender identity, religion, mental and physical disability. Complainants must be aware that matters listed

Crete Academy Charter School Dispute Resolution Procedures

under "Referring Complaint to Appropriate Agencies" are not issues covered by these procedures. All complainants are protected from retaliation and have the right to pursue civil laws under state or federal discrimination, harassment, intimidation or bullying laws.

Compliance Officer

Crete Academy has the primary responsibility to ensure compliance with applicable state and federal laws and regulations. Crete Academy's compliance officer will receive and direct the investigation of complaints, maintain records of complaints and subsequent related actions, and ensure Crete Academy's compliance with the law. In the case where a complaint pertains to the Executive Director, the Board designates the Board President/Chair to receive and investigate the complaint. Crete Academy's current compliance officer is Sergio Martus.

Notifications

The Board shall annually notify in writing students, employees, parents and guardians, advisory committees, and other interested parties of these procedures and the person responsible for processing complaints. Complainants are hereby notified that they may have alternative civil law remedies via governmental administrative agencies, such as (federal) Office for Civil Rights, (state) Department of Fair Employment and Housing (DFEH), (federal) Equal Employment Opportunity Commission (EEOC), local bar associations, law schools, the Superintendent, or mediation services.

Filing a Complaint

A written complaint of alleged noncompliance with a federal or state law or regulation governing education programs must be filed with the compliance officer of the school. When the subject matter of a complaint is not covered by this policy, the complainant shall be advised.

Individuals who allege that they personally suffered unlawful discrimination, harassment, intimidation or bullying may file complaints. The complaint must be filed no later than six (6) months from the date of the alleged discrimination or when the complainant first obtained knowledge of the facts of the alleged discrimination. For good cause, the State Superintendent of Public Instruction may grant an extension of up to ninety (90) days upon written request of the complainant. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, school personnel shall assist in filing the complaint. The Complaint Procedure Forms are available upon request.

All UCP complaints shall be filed not later than one year from the date the alleged violation occurred.

A pupil fees complaint may be filed with the principal of a school or the LEA superintendent or his or her designee:

A pupil fees complaint may be filed anonymously, that is, without an identifying signature, if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by the LEA.

An LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

Mediation of Complaint

At the discretion of the compliance designee and with the consent of the parties, the compliance designee may undertake a resolution of the dispute via mediation. This step is optional. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

Crete Academy Charter School Dispute Resolution Procedures

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Investigation of Complaint

Crete Academy will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group. Upon receipt of the complaint, the compliance designee will give the complaint to the appropriate person who will hold investigative meetings, when necessary. Complainants and/or representatives and the school representatives may present relevant information. To ensure that all pertinent facts are made available, the compliance designee and the complainant may request other individuals to provide additional information. Complainants are protected by law from retaliation regarding participation in the complaint investigation process. Complainants are advised that while the school will make an effort to protect his/her privacy and confidentiality, investigation of his/her complaint may require disclosure of certain information to others. By filing a complaint, complainant authorizes the school to investigate and make disclosures as may be reasonably necessary to the investigation and resolution of the complaint.

A complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Likewise, refusal by Crete Academy to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Written Decision

Within sixty (60) days of receiving the complaint, unless the complainant agrees in writing to an extension of time, the compliance designee shall prepare and send to the complainant a written report of the school's investigative findings, corrective action (if any) suggested resolution(s), and a rationale for the findings, along with any supporting documentation. This investigative report shall be written in English and in the language of the complainant whenever feasible or required by law.

The written report will contain the following elements:

- i. The findings of fact based on the evidence gathered;
- ii. a conclusion that provides a clear determination for each allegation as to whether the LEA is in compliance with the relevant law;
- iii. corrective actions if the LEA finds merit in a complaint:
 1. pertaining to complaints of Pupil Fees; LCAP; Physical Education Instructional Minutes, or Course Periods without Educational Content, the remedy shall go to all affected pupils, parents, and guardians;
 2. for all other complaints within the scope of the Uniform Complaint Procedures, the remedy shall go to the affected pupil;
 3. with respect to a pupil fees complaint, corrective actions shall include a remedy where in good faith, by engaging in reasonable efforts, an attempt to identify and fully reimburse all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint;
- iv. a notice of the complainant's right to appeal the LEA Investigation Report to the CDE; and

Crete Academy Charter School Dispute Resolution Procedures

v. the procedures to be followed for initiating an appeal to the CDE.

LEA policies and procedures contain the following statements regarding the appeal of the LEA Investigation Report of UCP complaints:

(a) The procedures to be followed for initiating an appeal to the CDE including the following statements:

(b) The complainant may appeal an LEA Investigation Report for a UCP complaint to the CDE by filing a written appeal within 30 days of the date of the LEA Investigation Report. In order to request an appeal, the complainant must specify and explain the basis for the appeal, including at least one of the following:

1. The LEA failed to follow its complaint procedures, and/or
2. the LEA Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or
3. the material findings of fact in the LEA Investigation Report are not supported by substantial evidence, and/or
4. the legal conclusion in the LEA Investigation Report is inconsistent with the law, and/or
5. in a case in which the LEA found noncompliance, the corrective actions fail to provide a proper remedy.

(c) The appeal shall be sent with: (1) a copy of the locally filed complaint; and (2) a copy of the LEA Investigation Report.

(d) All complaints and responses are public records.

Complaints Not Under the Jurisdiction of the District's Uniform Complaint Procedures Process

In accordance with Section 4611 of Title 5 of the California Code of Regulations the following complaints shall be referred to the specified agencies for appropriate resolution and are not subject to these complaint procedures: Allegations of suspected child abuse shall be referred to the Los Angeles County Department of Family Children Services (DCFS) or the appropriate city police department or Los Angeles County Sheriff's Department, as applicable.

Referring Complaint Issues to Appropriate Agencies

The following complaints shall be referred to the specified agencies below for appropriate resolution and are not subject to these complaint procedures.

Allegations of child abuse:

Los Angeles County Department of Children and Family Services, 3075 West Wilshire Blvd., Los Angeles, CA. 90010 and/or Child Abuse Unit of the appropriate local law enforcement agency.

Health and Safety complaints regarding a child development program:

California State Department of Social Services, Community Care and Licensing, 6167 Bristol Parkway, Room 400, Culver City, CA 90230

Crete Academy Charter School Dispute Resolution Procedures

Discrimination issues involving child nutrition programs:

U.S. Department of Agriculture, Food and Nutrition Service, Child Nutrition Division 3101 Park Center Drive, Alexandria, VA 22302

Employment discrimination complaints:

Department of Fair Employment and Housing (DFEH), 611 W. 6th Street, Los Angeles, CA 90017

Allegations of fraud:

Shall be referred to the responsible State or Federal Department Division Director and its legal office; California Department of Education, P.O. Box 944272, Sacramento, CA 94244-2720

Depending on the nature of the complaint, the complainant may also have available civil law remedies and may consult his/her attorney. Appeal and review procedures are available. See *Appeals to the California Department of Education*.

Appeals of Executive Director's Decision to Crete Academy Executive Board of Directors:

Persons or organizations disagreeing with Crete Academy's Executive Director/Principal's decision, have 15 days after receipt of the report of findings (decision) to file an appeal with Crete Academy Academy's Executive Board. The appeal must be in writing and include a copy of the original complaint, as well as a copy of the Executive Director's decision and specific reasons for appealing Crete Academy Academy's decision.

The appeal should be sent to:

***Crete Academy Board President
Sergio Martus
6103 Crenshaw Blvd
Los Angeles, CA 90043***

Appeals to the California Department of Education

If a complainant is dissatisfied with the Board's decision, the complainant may appeal in writing to the California Department of Education within fifteen (15) days of receiving the Board's decision. The appeal must be in writing and must include a copy of the original complaint, as well as a copy of the local site decision provided to them. The appeal should be sent to:

**State of California Department of Education
State Superintendent of Public Instruction
P.O. Box 944272
Sacramento, CA 94244-2720**

Crete Academy Charter School Dispute Resolution Procedures

California Department of Education

Curriculum Classroom Notice

April 2022

[Crete Academy]

Notice to Parents, Guardians, Pupils, and Teachers

2022-2023

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site.

You may also download a copy of the Sample Williams Complaint Form in English and in other languages from the California Department of Education Web site.

Crete Academy Charter School Dispute Resolution Procedures

UCP Annual Notice

Crete Academy annually notifies its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of Crete's UCP process.

Annual written notice of the complaint procedures shall be in English, and when necessary, in the primary language, pursuant to section 48985 of the *EC* or mode of communication of the recipient of the notice.

Crete Academy is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education

Crete Academy Charter School Dispute Resolution Procedures

- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- School site Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing

And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

(c) Pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

(d) A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

(e) A UCP complaint shall be filed no later than one year from the date the alleged violation occurred.

(f) Crete Academy shall post a standardized notice with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district (*EC* sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2) The notice shall include complaint process information, as applicable.

(g) In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California *Health and Safety Code (HSC)* a notice shall be posted in each California state preschool program classroom in each school in the local educational agency notifying parents, guardians, pupils, and teachers of both of the following:

i. The health and safety requirements under Title 5 of the California *Code of Regulations (5 CCR)* apply to California state preschool programs pursuant to *HSC* Section 1596.7925.

ii. The form to file a complaint can be found in the Crete Academy office or can be found on the California Department of Education (CDE) website.

(h) Crete Academy Chief of Staff is the current complaint officer.

(i) The complainant has the opportunity to appeal Crete Academy's Investigation Report to the CDE of complaints regarding programs within the scope of the UCP.

Crete Academy Charter School Dispute Resolution Procedures

(j) The complainant may avail themselves of all applicable civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

(k) Copies of the local educational agency complaint procedures shall be available free of charge.

Crete Academy Charter School Dispute Resolution Procedures

Williams Uniform Complaint Form

Textbooks and Instructional Materials, Teacher Vacancy or Misassignment, School Facilities

Crete Academy adopted the UCP process in accordance with Chapter 5.1 (commencing with *EC* Section 4680) of 5 *CCR*, to resolve Williams Complaints regarding alleged deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. Crete is required to have local policies and procedures that enable Williams Complaints to be handled through its UCP process. These complaints regard alleged deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment.

All complaints and responses are public record. Complaints may be filed anonymously. If you would like a response, you must provide your name and address below:

Response requested? Yes No

Contact Information:

Name: _____

Address: _____

Phone Number: _____ Day: _____ Evening: _____

E-mail address, if any: _____

Location of the problem that is the subject of this complaint: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

Date problem was observed: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.

Crete Academy Charter School Dispute Resolution Procedures

- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional material to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4681)

- A semester begins, and a teacher vacancy exists. A *teacher vacancy* is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
- A teacher lacking credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions: (Education Code 35186, 35292.5; 5 CCR 4683)

- A condition exists that poses an emergency or urgent threat to the health or safety of pupils or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; or structural damage creating a hazardous or uninhabitable condition.
- A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when closing of the restroom is necessary for pupil safety or to make repairs.

4. High school exit exam intensive instruction and services: (Education Code 35186)

- Pupils who have not passed the high school exit exam by the end of grade 12 were not provided the opportunity to receive intensive instruction and services pursuant to

Education Code 37254(d)(4) and (5) after the completion of grade 12.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of pupils or staff.

Crete Academy Charter School Dispute Resolution Procedures

Your complaint should be filed in Crete Academy’s office with the principal of the school or his/her designee. The principal or the designee, as applicable, shall make all reasonable efforts to investigate any problem within their authority. A complaint about problems beyond the authority of the school principal shall be forwarded in a timely manner, not to exceed 10 working days, to the Superintendent or designee for resolution. The response, if requested, and report shall be written in English and the primary language in which the complaint was filed. All valid complaints shall be remedied within a reasonable time period, not to exceed 30 working days. The response to the complainant shall be reported within 45 working days of the initial filing, if the complainant identifies themselves and request a response. The principal will also report the same information in the same timeframe to the district superintendent. If a complainant is not satisfied with the resolution of the principal has the right to describe the complaint to the governing board at the regularly scheduled board meeting.

A complainant who is not satisfied with the resolution proffered by the principal, or the district superintendent or his or her designee, involving a condition of a facility that poses an emergency or urgent threat, as defined in paragraph (1) of subdivision (c) of *EC* Section 17592.72, has the right to file an appeal to the SSPI within 15 calendar days of receiving the report. The complainant shall comply with the appeal requirements of 5 *CCR* Section 4632.

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

_____ (signature)

_____ (date)



CHARACTER • EQUALITY • EXCELLENCE
RESPONSIBILITY • TEACHABILITY

August 17, 2022

Dear Crete Academy Parents/Guardians:

Crete Academy is required to annually notify our families of the following 2022-2023 school documents, which can be accessed through our webpage at:

www.creteacademy.org:

- ▶ Uniform Complaint Procedure (UCP)
- ▶ Family Handbook
- ▶ Charter School Transparency Resolution
- ▶ School Contact Information
- ▶ Board Meetings

If you have any questions regarding this information, please feel free to contact the front office.

Sincerely,

Tanesha McGregor
Principal



2022-2023 BOARD MEETING SCHEDULE

All board meetings are scheduled at: 5:30 pm (PST) and run approximately 60 minutes.

Meetings are traditionally held at: 6103 Crenshaw Blvd. Los Angeles, CA 90043 or via conference line, however due to the current pandemic, all board meetings will be hosted via Zoom Conference (*calendar invite with specific meeting link to follow*) until further advised.

Meetings will be held on the second **Thursday** of each month:

08/25/22

09/15/22

10/11/22*

11/17/22

12/15/22

01/19/23

02/16/23

03/16/23

04/13/23

05/18/23

06/15/23

*This meeting will be held on a Tuesday due to board availability.